

Part-Time Youth Services Coordinator

The Youth Services Coordinator is responsible for the planning, implementing, promoting, running, and evaluation of all youth programming and events. The person in this position also assists with the development and maintenance of all youth library collections and materials. The principal duties of the position are performed in the library and in the community. The Youth Services Coordinator reports to the Library Director.

Essential Functions of the Position:

- Creates, promotes, and executes extensive youth programming and events including, but not limited to: storytimes, crafts, book clubs, summer reading programs, and performers.
- Purchases materials and books performers for youth programming and monitors the youth programming budget line.
- Assists patrons, in particular children and teens, with using the library and its resources, reference questions, reader's advisory, and other library services.
- Assists with the selection, maintenance, and deselection of youth materials for the library's collection.
- Oversees the teen volunteer program including training and scheduling.
- Attends workshops, conferences, webinars, and programs and participates in professional library organizations that pertain to youth library services.
- Serves as liaison to local public and private schools and youth organizations, and coordinates library visits and programs outside of the library such as school visits, book talks, and book clubs.
- Assists in finding various sources of information for school assignments and projects and instructs students in information gathering and research skills.
- Prepares statistical and narrative reports and evaluations for the Library Director.
- Efficiently completes other projects as assigned by the Library Director.

Knowledge, Skills, & Abilities:

- Thorough knowledge of the theories, objectives, principles and techniques of youth library services.
- Working knowledge of computers, technology, digital downloads, mobile devices, social media platforms, and other library equipment.
- Ability to deal tactfully and courteously with the general public and to maintain effective working relationships with other library staff.
- Ability to cultivate a warm and welcoming environment for younger patrons.

- Knowledge of books, movies, and other library offerings, especially as they pertain to children and teens.
- Strong written, verbal, organizational, and interpersonal skills.
- Ability to complete tasks either independently or collaboratively and within a specified timeframe.
- Ability to promote literacy and provide reader's advisory services, especially for younger patrons.
- Ability to meet the physical and sensory demands of the position, including sitting, standing, walking, lifting and carrying (30 pounds or less), pushing/pulling (60-80 pounds on wheels), bending, reaching, seeing, hearing, and speaking.

Required Qualifications:

- 4-year college degree, enrollment in an MLIS program a plus.
- 1-3 years of youth services experience.
- Knowledge of BCCLS consortium and systems preferred.
- Polish fluency a plus.

Schedule:

- 29 hours per week.
- 1 Saturday (10-4) every three to four weeks.
- Flexible work schedule including some nights and coverage as needed.

Salary: \$17.37 per hour

To apply: Send a cover letter, resume, and three professional references to Kathryn Ennist, Library Director at ennist@wallington.bccls.org.